

C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030040-5

5 August 1977

MEMORANDUM FOR: Acting Deputy Director for Administration  
FROM : [REDACTED] F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 5 August 1977

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1. (U/AIWO) National Convention -- Minority Professional Women: From 6 - 12 August, Recruiter Linda [REDACTED] and two members of the Agency's EEO staff, [REDACTED], will attend the National Convention of Delta Sigma Theta in Denver, Colorado. Delta is an international organization composed primarily of Black professional women. An exhibit has been prepared which focuses on career opportunities for women in the Agency, and there will be an opportunity to interview prospective applicants for employment during the convention's job fair. Some 3000 delegates are expected to attend the convention.

2. (U) Visitor from University of Rochester: Mrs. Janet Graves-Wright, a new addition to the placement staff at the University of Rochester, stopped by our Washington Area Recruitment Office on Friday, 29 July, and was given a briefing by Recruitment Division officials. She made the observation that she receives many serious inquiries from bachelor level and advanced degree students who are interested in CIA. These students are job oriented and see CIA as an employer that offers meaningful careers.

3. (U) New Brochure: The final printing of the Retirement Counseling and Employee Assistance Branch brochure, "Get on the Job Track with RCEAB," has been ordered. The initial order is for 5,000 copies, and it is anticipated that copies of the brochure will be available in time for Employee Benefits Week (15-19 August).

May be downgraded  
when separated from  
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4. (U/AIUE) Domestic Qualifying Service -- CIARDS:  
The Employee Bulletin on the availability of samples of domestic service vis-a-vis CIARDS, issued on 1 July 1977, has created considerable interest. Within the last three weeks our Retirement Board Secretariat has had six visitors and at least 20 telephone calls related to this subject. A check with the principal career service office in each of the four directorates and the "E" career service indicates that they have received a total of approximately 15 contacts on this subject. Several of the calls received indicated a mistaken impression that the Employee Bulletin reflected a softening of the application of the criteria for designation.

5. (U/AIUE) PMCD Standards:

a. As a result of a survey of Procurement Division, we are in the process of drafting an FES standard for contract specialist positions at the GS-11, 12 and 13 levels.

b. We are reviewing the draft nurse standard and evaluating nurse position descriptions under FES and Supervisory Evaluation Standards of the Civil Service Commission.

6. (U/AIUE) Regulations:

a. We forwarded a second revision of [REDACTED] "Grievance System," to Regulations Control Branch for coordination. This revision eliminates the word "exclusion" to conform to IG interpretation of grievances.

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b. We completed our revision of [REDACTED] and sent this to [REDACTED] Regulations Control Branch for publication.

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7. (U) Handicapped Program: The Coordinator for the Handicapped Program briefed the Director of OTS and his managers and supervisors on the history of the program and the Agency's accomplishments at their monthly meeting in July.

8. (U) Preparation for Ceremonies: We have been planning and making arrangements for the supergrade promotion ceremony on 8 August. In addition, we are continuing our work on the Annual Awards Ceremony to be held on 19 September.

9. (U) Suggestion Box Activity: One suggestion was received this week. This suggestion was forwarded to the Office of Logistics/Logistics Services Division. A total of 25 suggestions has been received in suggestion boxes since the program began on 15 June 1977.

10. (U) Blood Donor Day: Blood Donor Day was held on 2 August and the response was very gratifying. Although 187 people were scheduled (normally some who are scheduled do not show up), 215 people arrived and 184 pints were donated. This is a high for the year so far and is the highest amount received since 1975, at which time 194 pints were donated. An added effort was made to obtain a good showing for August. (Two new posters were put up in the first floor corridors and a special plea was made to donors to "give" this month.) We believe that this effort helped to produce the 184 pints, which is a good donation rate as compared to 147.3 pints (our average for each month during calendar year 1977).

11. (C) Rehired Annuitants: Report attached.

Coming Events:

(U) Preparations are well underway for Benefits Week (15-19 August). Text of an Employee Bulletin has been forwarded, booth backdrops are being prepared, and cafeteria "table tents" have been designed and ordered. Numerous handouts will also be available to supplement the information supplied by personnel who will be available in the booth from 11:30 a.m. to 1:30 p.m. daily.

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[REDACTED]  
F. W. M. Janney

Att

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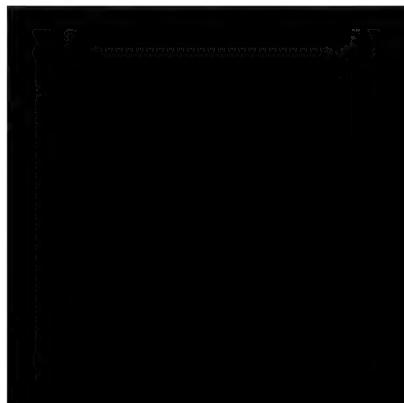
4 August 1977

WEEKLY REPORT OF REHired CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (1-5 August 1977) (U/AIWO)

(C) The following rehired civilian annuitant cases were approved  
for extension by the Acting Deputy Director for Administration:

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- Independent Contractor, EUR Division, one-year extension.
- Independent Contractor, Domestic Collection Division, one-year extension.
- Independent Contractor, SE Division, one-year extension.
- Independent Contractor, [REDACTED] [REDACTED] one-year extension.

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